

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
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TO: **Child Day Care Manual Holders**

FROM: Mary Rowin & Ron Hunt, Deputy Administrators
Division of Workforce Solutions

RE: **Child Day Care Manual Release 02-02**

DATE: October 21, 2002

EFFECTIVE DATE

Release and effective dates are on each page in the upper left had corner. The 1st is the release date and the 2nd is the effective date.

CHANGES

1. 1.1.0 Change in calculation of maximum weekly payment for certified providers.
2. 1.1.0 Add new reason to authorize based on attendance to licensed providers.
3. 1.1.0 Add EOS reports are available to monitor attendance.
4. 1.1.0 Add requirement to issue the authorization within two days of confirmation of eligibility.
5. 1.2.1 Add new section on authorizing based on enrollment or attendance when provider is over-reporting
6. 1.3.2 Renamed as Head Start, Preschool and 4 and 5-year-old Kindergarten Programs offered with Child Care Programs.
7. 1.3.2 Add to authorize for all hours needed for care, including the time the child is in Head Start, preschool or 4-5 year-old Kindergarten at the day care site.
8. 2.1.1 Foster care children and court-ordered kinship care children have no co-payment responsibility.
9. 2.1.1 Add non-court-ordered kinship care children will have a minimum co-payment responsibility.
10. 2.1.3 Add PSP co-pay type applies only to authorizations that are greater than 20 hours for Milwaukee County cases that attend Milwaukee Public School

providers.

11. 2.1.4 Add WWE co-pay type can be used up to a maximum of five weeks.
12. 2.1.6 Add NCK co-pay type to “Milwaukee only” information box.
13. 2.1.7 Renumbered co-pay responsibility table from 2.1.5 to 2.1.7. Changed FOS and KIN to \$0 co-pay and added NCK as new minimum co-pay. Clarified part-time co-pay is used when the total number of hours authorized is 20 or less.
14. 2.3.0 Add new reason for authorization to split by CCPS.
15. 2.4.0 Add clarification to changing/ending authorizations to entire section.
16. 2.5.1 Clarified explanation of calculation process. Changed example to show corrected co-pay for 20-hour authorizations.
17. 2.5.2 Clarified explanation of calculation process. Changed calculation of authorizations based on attendance to licensed providers to not increase calculated authorized amount by 10%. Added language on authorizations on attendance based if provider over-reports. Clarified information regarding the county divisor.
18. 2.5.3 Clarified explanation of calculation process. Changed calculation of authorizations based on attendance to licensed providers to not increase calculated authorized amount by 10%. Added language on authorizing on attendance when provider over-reports attendance.
19. 2.5.4 Clarified explanation of calculation process. Changed calculation formula to certified providers.
20. 2.6.0 Added language for shared custody cases where only one parent is eligible for subsidy payment.
21. 2.6.4 Removed policy described elsewhere in the manual.
22. 2.6.4.1 Added language on parent responsibility as an employer when care is done in child’s home.
23. 2.6.5 Add section explaining when authorizations cannot be made when the parents when they are the child care provider.
24. 2.6.4.1 Correct Example 1 with new calculation formula.
25. 2.8.0 Recommendation from Office of Child Care (OCC) for local agencies to have and communicate policy on payment process.
26. 2.8.1 Change registration fee maximum from \$100 to \$50 per child, per year, per provision.

MANUAL MAINTENANCE

1. Replace Chapter 3 with the new chapter